

SUPPLY ASSISTANT (LOGISTICIAN)

Major Duties and Responsibilities

_____ % of Time

1. LOGISTICIAN DUTIES

30%

Supply - Provides and coordinates logistical support for Security Engineering Officers, Security Technical Specialists, Secretary of State Detail, Naval Support Unit Seabees and Regional Security Technicians. This will include the ordering, shipping, receiving, inventorying, and warehousing of tools, equipment, materials, and supplies. This may also include trip scheduling, budgeting, usage projections and other tasks. Develops an understanding of customers' needs and takes action to ensure that such needs are met.

Procurement – Collaborates with GSO to identify local vendors for technical security specialty equipment and liaison with GSO to identify appropriate funding mechanism. Manages procurement budget for both locally purchased equipment and orders made through the Security Technology supply chain via CMMS. Tracks orders accordingly. Determines if inventory quantities are sufficient for needs, ordering more materials when necessary. Organizes and schedules procurement actions in a timely manner. Reviews requisition orders in order to verify accuracy, terminology, and specifications. Assists with year-end purchasing and budget reconciliation.

Using online systems and coordinating travel to regional posts, ensures logistician operations throughout the region meet the OIC ESO, OIC ESC, Regional Director for Security Engineering, and State Department's policies and standards. Assigned other security-related tasks in support of the ESC/ESO and the embassy, as directed by the OIC.

Conducts administrative management studies into the possible ways and means for (a) effecting regional logistical operations, efficiencies, and economies, (b) ensuring the most effective utilization of all technical security support personnel, and (c) developing regional logistical support plans which will meet challenges in the region served by the ESC/ESO.

2. Computerized Maintenance Management System (CMMS) Integrated Logistics Management System (ILMS)

25%

Oversees the administration and upkeep of logistics information in DS's Computerized Maintenance Management System (CMMS) and the Department's Integrated Logistics Management System (ILMS) for the region supported by the ESC/ESO. This includes entering and completing forms for asset management, purchase requests, purchase orders, and work orders.

3. ADMINISTRATIVE DUTIES

20%

Assists the ESC/ESO with administrative tasks to include completing general clerical office duties, coordinating travel requirements, maintaining the budget, and assisting with travel arrangements.

Develops and maintains a strong working relationship with the embassy's Management Section (Financial Management, General Services, Contracting and Procurement) in arranging for services as needed and resolving local and regional problems regarding such services.

4. INVENTORY RECONCILIATION DUTIES, MAINTENANCE AND REPORTS 15%

Conducts annual inventory reconciliation for all DS capitalized and non-expendable items under the ESC/ESO business units and prepares related forms and reports.

Conducts annual inventory reconciliation for ESC/ESO Technical Surveillance Countermeasures (TSCM) equipment and prepares related forms and reports. This entails climbing a ladder, or working above suspended ceilings, storage areas, conduit risers, roof platforms, or other dirty or unusual environments. This is necessary to locate equipment for inventory.

5. SHIPMENT COORDINATION 10%

Conduct a variety of hands-on physical tasks as directed. This may include lifting heavy boxes and shipping containers, unpacking bulky or heavy items, and disposing of packaging material.

Notes:

- (1) Incumbent occasionally travels to posts throughout its respective region; this could include travel to Danger Pay posts.**
- (2) This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**
- (3) The duties and responsibilities of this position require that the incumbent hold a secret clearance.**